



# VAW-120 Greyhawks

\*\*\*The forms in reference will be handed out upon checking-in with Student Control in LP-34.\*\*\*

**Check-in.** Your check-in process should only take a few days to complete, and you should have plenty of time for making new living arrangements and household goods shipments. If you have any questions or problems with the process, please let someone in Student Control know as soon as possible.

**Daily Routine.** For CAT 1 Replacement Pilots (RP) and Student Naval Flight Officers (SNFO), you will be mustering with Student Control every work day at 0800, unless you are assigned a stash job, in which case you will report to that Department for working hours and jobs. Expect to help out the squadron doing various odd jobs through out the week, but you still should have plenty of free time.

**SERE School/ACFF/SWIM PHYS.** Contact PSD for arranging your travel to and from SERE school. Ensure you have the proper medical forms filled out prior to departing. You must check-in and check-out of VAW-120 and PSD when executing your SERE orders. Failure to do so may result in getting charged leave.

Aircraft Fire Fighting (ACFF) and Aviation Swim and Physiology courses should be completed prior to classing up for training. Check with Student Control for expected dates and always check the flight schedule.

**Leave.** Leave may be taken on a not to interfere basis. All leave chits are routed through the Student Control Officer and approved by the Operations Officer (leave in excess of 14 days is approved by the XO). If you are given a stash job, route your leave through that department, then to the Operations Officer.

**Recall.** Always make sure the squadron has an accurate recall for you. Initially, turn in the attached form to Admin for your information to be entered into the command database. You should also write in your name on the Officer Social Roster in the ready room. If your recall

changes at any time, you must update the information in Admin, the ready room, and STUCON (while pooled only).

**Class-up.** Once you class up, you belong to the Training Department, but you must come back to Student Control for your check-out process.

**Security.** Security is always a major concern. You will be expected to show your Military ID when entering most buildings on base, especially all VAW-120 buildings. You are required to update you car decal as well (see map for Pass and Tag Office).

**E-mail/Internet.** One of the attached forms is for obtaining a VAW-120 e-mail account. Once established, it will give you both internet and e-mail access from any LAN connected computer in the Hangar. For access in Training Building, contact the Training Admin Officer. Please be sure to adhere to all DoD, Navy, and VAW-120 policies concerning internet use and e-mail use.

**Records.** Medical and Dental records need to be turned into the clinics (see map). Your NATOPS record needs to be turned into the respective NATOPS Officer prior to the commencement of training. Your Flight Log book will be turned into Ops Admin in accordance with the check-in sheet.

**CAT Many Info:** For CAT II, III, IV and V Pilots and NFOs, you may contact the Training Department to finalize your syllabus and training track. Also, check-in and out with PSD when going to schools or courses. Otherwise you risk being charged leave.

Any questions or comments through out your training here, please let Student Control know.

**Squadron Phone Numbers/Mailing Address:**

VAW-120 1027 Bellinger Blvd. Norfolk Naval Station Norfolk, VA 23511-2216		
<b><u>Hangar (LP-34)</u></b>		<b><u>Training Building (SP-364)</u></b>
(757) 444-4351		(757) 444-4140
Ready Room:	4498	(757) 444-7879
Student Control:	8020,8019	(757) 444-3837
Admin:	8120	